

**WEST DES MOINES PARKS AND RECREATION ADVISORY BOARD PROCEEDINGS**  
**Thursday, October 15, 2015**

The meeting of the West Des Moines Parks and Recreation Advisory Board was called to order on Thursday, October 15, at 5:30 p.m. by Rick Swalwell.

<b>Commission</b>	Heather Schebel	Rick Swalwell	Forrest Ridgway	Mike Chambers	Joe Hrdlicka
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Arrived at 5:36pm</b>	<b>Arrived at 5:38pm</b>

<b>Staff</b>	Susan Mathews <i>Parks &amp; Recreation Administrative Secretary</i>	Sally Ortgies <i>Superintendent of Parks</i>	Greg Hansen <i>Superintendent of Recreation</i>	Gary Scott <i>Director of Parks &amp; Recreation</i>
<b>Present</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

On Item 1. Approval of Agenda

Ridgway moved to approve the agenda as presented. Schebel seconded. Motion carried.

On Item 2. Citizen Forum

No items.

On Item 3. Approval of Minutes of September 17, 2015 Meeting

Schebel moved to approve the minutes as presented. Ridgway seconded. Motion carried.

On Item 4. Old Business

No items.

New Business:

On Item 5A. Motion – Approval of Recommendation to City Council – FY 16-17 Capital Improvement Program

Scott provided an updated version of the draft staff recommendation which includes revised figures and phasing for Holiday Park Baseball Field Improvements. He added that the Facilities Committee met, reviewed the items and gave their recommendation that the list be approved as is. Scott stated that neighborhood park tennis courts have been moved due to feedback received from the Board at the last meeting but that the lighted courts at Valley View would remain in the FY 16-17 request. He added that at the last meeting the Board had inquired about the need to remove the Jordan Creek trail at S. 19<sup>th</sup> Street which will be replaced with a sidewalk. Scott stated that staff have confirmed that due to safety concerns with damaged surfacing that work does need to happen in FY 16-17. Another addition was turf renovations to the open field at Valley View which is needed as the use continues to increase. Scott shared that the Pearson Park bridge project has also been added. Swalwell asked about the cost of the dog park drinking fountain replacement. Ortgies responded that there are two fountains and that they are very expensive but thankfully they do not need replaced often. Swalwell asked about the cost of the Central Iowa Trail signage. Ortgies responded that cost is associated with another information hub and is consistent with the others being placed throughout central Iowa. Ortgies added that the information panel was designed in a way that will allow for updates and provides a QR code and web address for visitors to get the most current information. Scott gave an overview of the revised Holiday Park Baseball Field Improvements phasing and cost estimates.

It was moved by Chambers to approve the recommendation to City Council – FY 16-17 Capital Improvement Program. Hrdlicka seconded. Motion carried.

On Item 5B. Motion – Appointment of replacement Board member to Des Moines Area Trails and Greenways Committee.

Chambers volunteered to replace Swalwell as the representative on the Committee.

It was moved by Swalwell to approve appointment of Chambers to the Des Moines Area Trails and Greenways Committee. Hrdlicka seconded. Motion carried.

On Item 5C. Motion – Approval of Recommendation to City Council – Adoption of Bicycle Master Plan  
Scott stated that the recommendation has been approved by the Bicycle Master Plan Task Force and the Bicycle Advisory Commission. The City Council will consider the plan on November 2.

It was moved by Ridgway to approve the recommendation to City Council – Adoption of Bicycle Master Plan. Hrdlicka seconded. Motion carried.

On Item 5D. Motion – Approval of Recommendation to City Council – Adoption of Complete Streets Policy

Scott stated that the recommendation has been approved by the Bicycle Master Plan Task Force and the Bicycle Advisory Commission. The City Council will consider the policy on November 2.

It was moved by Ridgway to approve the recommendation to City Council – Adoption of Complete Streets Policy. Schebel seconded. Motion carried.

#### Staff Reports:

##### On Item 6A. Superintendent of Parks

Ortgies noted that a lot of work has gone into combining snow operations with Public Works. Parks Maintenance Staff with Commercial Drivers Licenses will be helping Public Works with street plowing and Public Works staff will be helping with Parks snow duties. She added that snow removal from City owned property in the Valley Junction area has been contracted out. Ortgies added that the department is working on a watershed improvement project on the City Campus using grant funding from the Iowa Department of Agriculture and Land Stewardship.

##### On Item 6B. Superintendent of Recreation

Hansen shared that fiscal year operating indicators are complete and aquatics participation was up 13% and recreation programs were up 2%.

##### On Item 6C. Director of Parks and Recreation

Scott stated that the Bicycle Advisory Commission is going to work with the Chamber of Commerce for the 2016 Mayor's Bike Ride in an effort to increase participation through a corporate cup challenge. He added that Commission member Helen Eddy is working with Hy-Vee in a variety of ways to assist with the event. Scott stated that the first draft of the Trust for Public Land survey has been reviewed and the next one will be sent to members of the Board for review. Scott shared that a change order is being processed for the Community Center renovation project due to the need to install new water lines. Gateway Trail Art RFQ has been approved and will be sent out. The Artist Selection Committee will meet on December 2 to narrow down to three artists. Scott noted that the eight homeowners of the Waterford Greenway encroachments will receive a letter from the City's Legal department. He added that the only things that cannot be easily moved are the basketball courts. Scott stated that the Capital Crossroads trail committee is working on documenting best practices. Scott shared that he will be out of the office at the annual ASLA conference November 4-10.

On Item 7. Other Matters

Schebel stated that she received a call from Steve Herwig from Raccoon River Park who was interested in setting up a cleanup day to have volunteers pick up trash at Raccoon River Park. Ortgies responded that the department is preparing to begin an Adopt a Trail / Adopt a Park program that would be strictly litter pickup. Ridgway thanked Swalwell for his service on the Des Moines Area Trails and Greenways Committee.

Receive, File and/or Refer:

On Item 8A. City Council Communications

September 21, 2015: Motion – Approval of Change Order #2 – 2015 Concrete Trail Renovation

September 21, 2015: Resolution – Accept Work – 2015 Concrete Trail Renovation

September 21, 2015: Motion – Waiver of Alcohol Provisions – City Code – Food Truck 5K – Valley View Park

September 21, 2015: Motion – Approval of Contract Agreement – Snow Removal and Ice Control Services

On Item 8B. From Bicycle Advisory Commission: Des Moines MPO, Central Iowa Bicycle-Pedestrian Roundtable Packet – September

Ridgway moved to adjourn. Chambers seconded. Motion carried. Meeting adjourned at 7:08 p.m.

Respectfully submitted,

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Susan Mathews  
Administrative Secretary

ATTEST:

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Heather Schebel  
Advisory Board Secretary